

COMMUNITY GROUP SPEAKER BOOKING FORM

Have you engaged a speaker from RTSSV before: Yes date: ___/___ No Not sure

How did you hear about RTSSV?

Please describe your organisation and its main purpose:

Address of venue (building/room) for presentation:

Suburb: Postcode:

Preferred date of talk(s):

Preferred time of talk(s):

Preferred duration of talk(s):

Please indicate the anticipated number of participants attending:

EQUIPMENT

Do you have a data projector for the speaker's use? yes no

Do you have a DVD player for the speaker's use? yes no

Is there room to move around in activities? yes no

Please indicate below topics of concern you would like addressed in the presentation. This information is to plan the content and to brief the allocated speaker.

PLEASE PROVIDE YOUR CONTACT DETAILS FOR BOOKING CONFIRMATION

Name:

Position:

Contact number:

Email:

HOW TO BOOK

Speakers are provided to community groups free of charge however, a donation to Road Trauma Support Services Victoria would be gratefully received at the event.

To book: Contact the Manager of Education Services on 1300 367 797 or email chris.harrison@rtssv.org.au giving at least one month's notice if possible.

Travel cost: \$0.66 per/km – if a total of more than 40 km return travel distance; this cost applies to both the staff and volunteer speakers, if applicable.

Completed requests should be emailed to chris.harrison@rtssv.org.au or faxed to 03 9877 9799 and you will be contacted to confirm a date and time. Thank you for inviting Road Trauma Support Services Victoria to speak to your organisation.